

## FILEMAKER PRO – FOUNDATION COURSE OUTLINE

<b>APPLICATION</b>	FILEMAKER PRO
<b>LEVEL</b>	FOUNDATION
<b>DURATION</b>	TWO DAYS
<b>WHO SHOULD ATTEND</b>	The course is designed for new users of FileMaker Pro. At the end of the course the delegates will be able to define a database, design and set up related databases, create layouts, perform queries and generate reports.

### OBJECTIVES

At the end of the course the delegate will be able to:

<b>FileMaker Pro Essentials</b>	understand FileMaker Pro database terminology, identify the FileMaker Pro screen components
<b>Database Design</b>	plan and design a database application
<b>FileMaker Templates</b>	create a database using FileMaker Pro Templates
<b>Database Definition</b>	define a database; define different field types, set field options
<b>Data Entry</b>	enter and view data in a database
<b>Form Layout</b>	design a form in Form Layout view
<b>Relational Databases</b>	understand the concepts of relational databases, define relationships between databases, enter data in related databases, including portals
<b>Reports</b>	design and print detail and summary reports, report on subsets of records
<b>Find</b>	use the Find function to query the data; understand selection criteria and multiple selection criteria
<b>Sort</b>	sorting data within the database

### PREREQUISITES

The course is designed for people who are experienced Windows users and are competent in the use of the keyboard and mouse.

### SUGGESTED TRAINING PATH

**FileMaker Pro Foundation** → FileMaker Pro Workshops